



## What to Expect on the Day of Your Presentation

Note: All presentations that provided consent will be recorded and uploaded with printed presentation online.

Step 1: Presenters should find their session schedule from the conference program online at [scs.org/springsim](http://scs.org/springsim) and connect at least 15 minutes before their scheduled presentation time slot using the link provided in the email sent to you as a registered attendee.

Step 2: Using the presentation link mentioned above, the presenter should ideally be present during the entire session and must provide their full name on Zoom to make sure that the session chair can easily spot them. If there is a different name or nickname, a participant can rename his/her name after connecting.

Step 3: Presenters should be visible to all people attending the session, so testing your camera and audio before the day of the event is advised.

Step 4: Once it is the presenter's allocated time slot, the session chair will call the presenter's name and give the green light to start. Then, the presenter should share their screen using the green button located in the lower middle on Zoom. As a presenter, you have the option to share the entire screen or just the presentation application (e.g., PowerPoint).

Step 5. If this is a regular paper presentation, the presenter will have an 18-minute time slot. The presenter should spend the first 12 minutes for their live presentation without questions, and the last 6 minutes will be devoted to Q/A moderated by session chairs. (Please keep track of your time and practice your presentation before hand to keep within the time limit). All presentation times are provided on the SCS website within the program at [scs.org/springsim](http://scs.org/springsim).

Step 6. When the 18-minute time slot ends, the presenter will need to stop sharing their screen, the session chair will end the screen share at the designated time if the presentation is running over.

Step 7. If presenter would like to further discuss their paper or other papers, there are slack rooms available. They are listed on the website and within the email; you received of the Zoom link.